



Natural Resources Conservation Service  
760 South Broadway  
Salina, Kansas 67401-4604

Phone: 785-823-4500  
FAX: 785-823-4540  
[www.ks.nrcs.usda.gov](http://www.ks.nrcs.usda.gov)

March 18, 2013

## KANSAS BULLETIN NO. KS230-13-1

### SUBJECT: EOP—Receipt of Service Requirement

**Action required by:** Immediately

**Purpose.** Required Posting--Departmental Regulation (DR) 4370-002 Receipt of Service

**Expiration Date.** September 30, 2014

Departmental Regulation (DR) 4370-002 requires that the Natural Resources Conservation Service (NRCS) issue a receipt, upon request, for any service sought by a person. The receipt will denote the date, place, subject of the request or inquiry, and the action taken, not taken, or recommended. The receipt will be provided on the same date that the inquiry or request is made. In the case of inquiries or requests made by fax, email, or mail, the receipt shall be provided the next business day.

Form AD-2088 "Receipt of Request for Benefit or Service Offered by USDA" is to be used as the receipt and provided to the customer. Both English (Attachment 1a) and Spanish (Attachment 1b) versions are attached.

DR 4370-002 also requires that the "Receipt for Service" poster be placed in all offices in a location viewable by the public. NRCS offices will post this poster immediately. Both English (Attachment 2a) and Spanish (Attachment 2b) versions are attached should both be appropriate.

**Contact:** Loren L. Graff, State Administrative Officer, 785-823-4521 or [loren.graff@ks.usda.gov](mailto:loren.graff@ks.usda.gov).

(Signed) JEFFREY L. GROSS, ACTING FOR

ERIC B. BANKS  
State Conservationist

Attachments

DIST: E